

ORDINANCE NO. 1750

AN ORDINANCE AMENDING CHAPTER 2, ADMINISTRATION, ARTICLE I, IN GENERAL, SECTION 2-14 PURCHASING POLICY OF THE CODE OF ORDINANCES OF THE CITY OF VERNON, TEXAS; REPEALING ALL ORDINANCES IN CONFLICT HERewith; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY OF VERNON, TEXAS:

That Section 2-14: SAME – COMMISSION APPROVAL; POLICY of the CODE OF ORDINANCES – CITY OF VERNON, Texas, shall be amended to read as follows:

SECTION 1: Commission Approval.

It shall be the duty of the purchasing agent to contract for and purchase all supplies, materials, goods, wares and merchandise, and things necessary for the use of the city in any of its departments; provided, however, he shall not make any purchase in an amount in excess of twenty thousand dollars (\$20,000.00), without first having submitted the same to the city commission for its approval; and no separate purchase in an amount in excess of twenty thousand dollars (\$20,000.00) made without the approval of the city commission shall be binding on the city.

SECTION 2. Purchasing Policy.

- a. Budgeted goods and/or services costing up to and including twenty thousand dollars (\$20,000.00) may be purchased by department heads or their authorized representatives.
- b. For goods and/or services costing more than ten thousand dollars (\$10,000.00) and up to twenty thousand (\$20,000) each department will be responsible for soliciting three (3) written quotes before purchasing the goods and/or services.
- c. For goods and/or services costing more than twenty thousand dollars (\$20,000.00) and up to the amount as set out in Local Government Code; Section 252.021, each department will be responsible for soliciting at least three (3) written bids and obtaining City Commission approval before purchasing the goods and/or services
- d. Goods and services costing more than the amount as set out in Local Government Code; Section 252.021 must be purchased in accordance with Local Government Code Chapter 252.
- e. Procedures for purchasing and accounting for purchases of goods and/or services shall be determined by the Finance Director and City Manager.

SECTION 3. Method of Buying; Emergency Purchase Order.

In those instances where an emergency purchase order is required to secure parts, service or repairs to restore equipment to operating condition, and the determination of the total charges cannot be made in advance of the procurement of the parts, service or repairs, an emergency purchase order authorization procedure shall apply.

The emergency purchase order authorization procedure is as follows:

- a. The requesting department will obtain an emergency purchase order number.
- b. The Purchasing Department will complete an emergency purchase order authorization.
- c. After obtaining the emergency purchase order number, the requesting department may contact the vendor and authorize the purchase of needed parts, maintenance service or combination thereof, issuing the emergency purchase order number to the vendor as the city's authorization for the product or service.

The purchase order number shall be included with the vendor invoice and forwarded to the accounting department for prompt payment. The emergency purchase order may not exceed the amount as set out in Local Government Code Section 252.021, and any amount in excess of five thousand dollars (\$5,000.00) must have final approval of the Finance Director and the City Manager.


SECTION 4: If for any reason any section, paragraph, subdivision, clause, phrase, word or provision of this ordinance shall be held invalid or unconstitutional by final judgment of a court of competent jurisdiction, it shall not affect any other section, paragraph, subdivision, clause, phrase, word or provision of this ordinance, for it is the definite intent of this City Commission that every section, paragraph, subdivision, clause, phrase, word or provisions hereof be given full force and effect for its purpose.

SECTION 5: All ordinances or parts of ordinances in conflict with this ordinance are repealed to the extent of such conflict only.

SECTION 6: Should any portion or part of this Ordinance be held for any reason invalid or unenforceable, the same shall not be construed to affect any other valid portion hereof, but all valid portions hereof shall remain in full force and effect.

SECTION 7: This Ordinance shall not be recorded in length in the minutes of the City Commission, but shall be filed for permanent record in the office of the City Secretary.

PASSED AND APPROVED on first reading this the th day of February, 20 .



Doug Jeffrey, IV, Mayor

ATTEST:



Marsha Jo Stone, City Secretary

